SHARPSCHOOL
USER MANUAL

CHAPTER 3
PHOTO GALLERY

SharpSchool
Helping Schools Succeed

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1. Introduction

S harpSchool's Photo Gallery is a great tool for administrators, teachers, and students. This tool allows you to create multiple albums with dynamic features — such as the ability to view pictures as slideshows, or allow for moderated commenting. The online Photo Gallery can be used to:

I.   **Showcase Sporting Events**: Create team specific albums to showcase highlights of games.

II. **Present Student Projects**: Include a photo gallery of student projects under specific departments, school events, or teacher pages.

III. **Showcase Staff Events:** Staff can post pictures of activities and events for the community to access.

IV. **Create a Clip Art Gallery:** Staff can create a gallery with pictures for teaching aids or for students to use in their projects and presentations.

2. Key Information

To create a **Photo Gallery**, you must first log in to your site with a **Username** and **Password**.

If you have not yet registered with the site you can request access by clicking the **Signup** button. This will prompt you to create a profile that is automatically routed to an administrator for approval.

> **Note:** If you do not see the **Signup** button your site administrator may have removed it.

If you have already registered but have forgotten your password, click **Forgot Password?** to retrieve it.

3. How to Add a Photo Gallery

Step 1. Navigate to the page you would like the gallery to be published under.

> **Reminder:** The **Administrative Tool Bar** at the top of the page only modifies the page you are currently viewing.

Step 2. Go to **Page** and select **Photo Gallery Page**.

Step 3. Enter a name into the **Title** field. This title will appear in the drop down menu from the **Administrative Tool Bar.** The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

**Step 4.** The **Page Owner** field automatically populates with the creator of the page.

Step 5. Click **Select Icon**. A window containing many icons will appear. Select an icon and click **Submit**.

Step 6. Click **Create Page** to publish the page.

NEW PAGE

Title	⬇ *
Name	*
Page Owner	👥▾
	☐ Replace Page Owner's website with this page
Icon	Select Icon...

Create Page Cancel
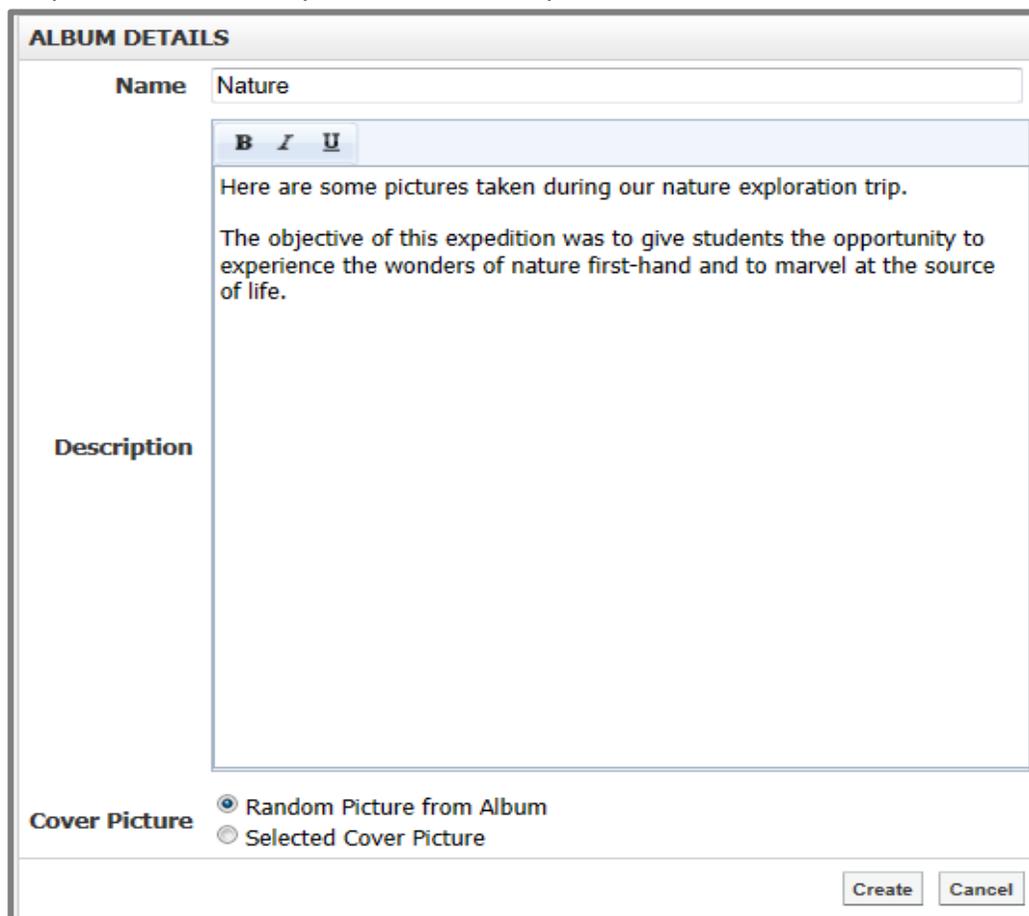
4. How to Add a Photo Album

Step 1. Click **Photo Gallery** from the left navigation bar of your page. This will lead you to a blank gallery page. From here, click **Add Album.**
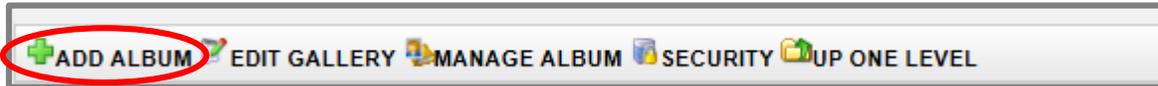
Step 2. A window will prompt you to enter a **Name** and **Description** for your Album.

Step 3. Select a **Cover Picture**.

   a. If **Random Picture from Album** is selected, the system will randomly use an image from your album as the **Cover Picture**.

   b. If **Select Cover Picture** is selected, you will be prompted to choose an image from your computer or server to upload as the cover picture.

Step 4. Click **Create** to publish the photo gallery.

5. How to Add Images to a Photo Album

Step 1. An empty album will show the message "No Images in Album". Click **Add Image** to begin.
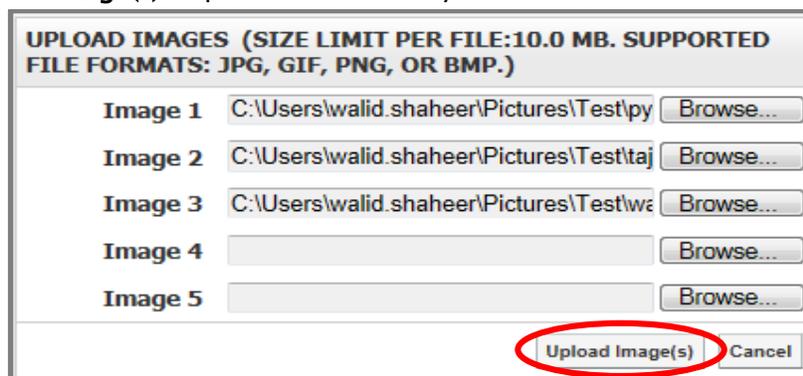
Step 2. You will be prompted to upload images from your server or computer. Click **Choose File.**

**Step 3.** In the new window, navigate to and select the image you want to upload. Click **Open**.

Note: If you are using Internet Explorer, you have the option of using a multiple file upload tab to upload your images.

Step 4. Click **Upload Image(s)** to publish them into your online album.

Step 5. The resulting screen is an administrative view into the Photo Album and an **Album Management** toolbar. Here, you can modify **Album Properties**, **Manage Images**, **Reorder Images**, and **Manage Comments and Security**.
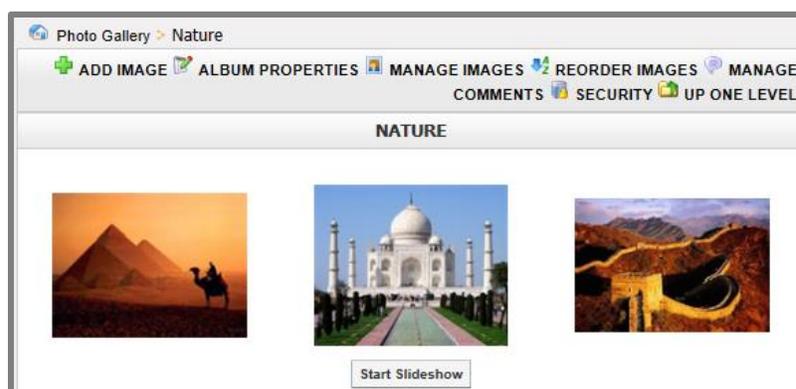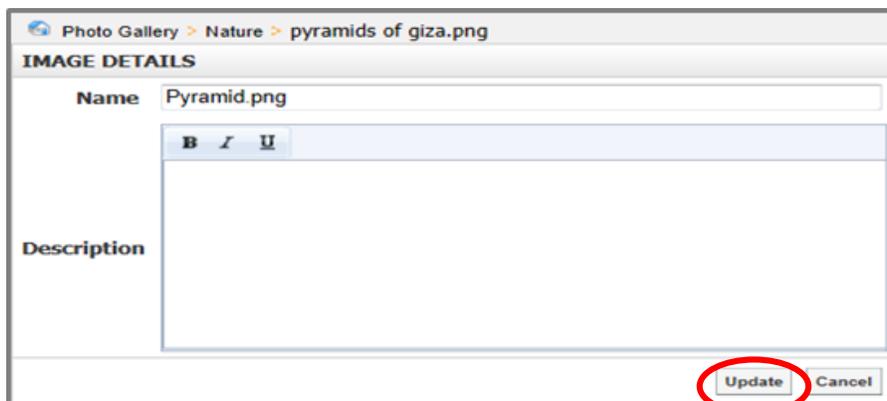
6. How to Edit the Photo Gallery

I. How to Rename a Picture

Step 1. To rename images, click **Manage Images** on the **Album Management** toolbar and click the picture you wish to rename.
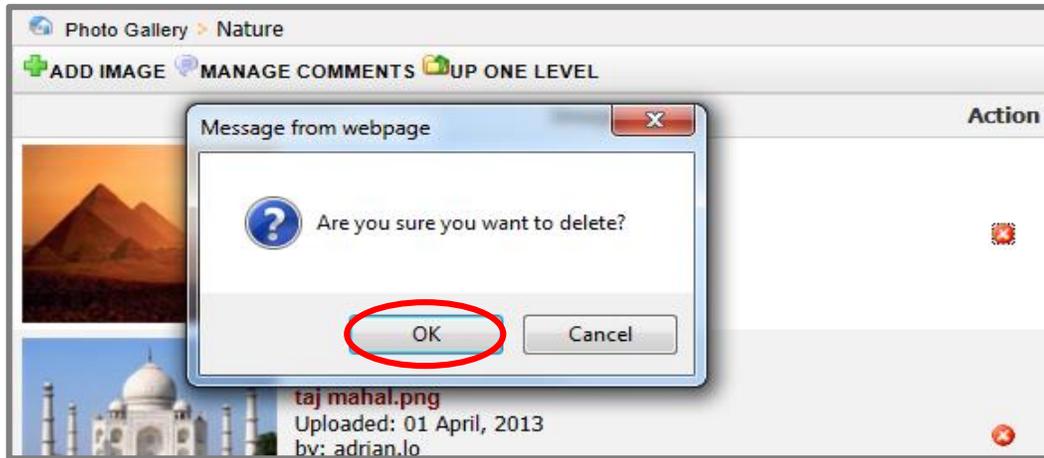

Step 2. The **Image Details** box will appear. Here, you can change the **Name** and add a **Description** of the image. Click **Update** for the changes to be applied to the album.

II.   How to Delete a Picture

To delete an image, click **Manage Images** and then click the ⊗ icon corresponding to the picture you want to delete. Click **OK** in the pop-up window to confirm the deletion.
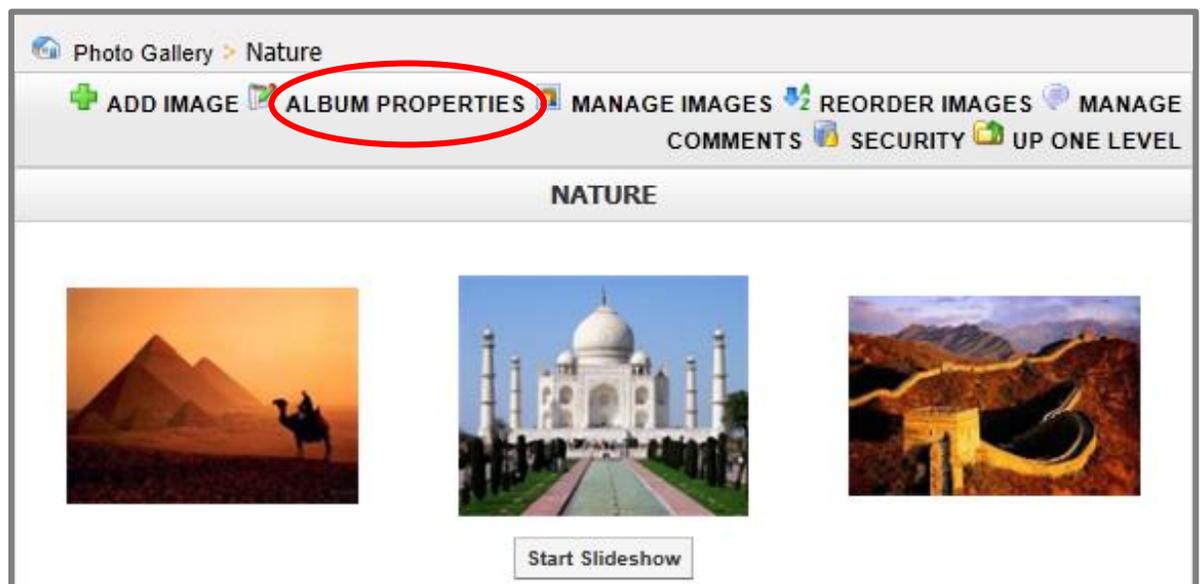
III. How to Customize an Album

To customize an album, go to the **Photo Gallery Page** and select the album you wish to customize.

Note: In this view you have the ability to delete an album by clicking the corresponding ❌ icon.

Step 1. Click **Album Properties** in the **Album Management** toolbar.

The resulting window includes various customization options as seen shown below:


i. **Name:** Rename an album.

ii. **Description:** Include a description of an album.

> **Note**: There is a simplified version of the WYSIWYG editor included here.

iii. **Cover Picture**: Change the cover picture. If **Random Picture from Album** is selected, the system will randomly use an image from your album as the **Cover Picture**. If **Select Cover Picture** is selected, you will be prompted to choose an image from your computer or server to upload as the cover picture.

iv. **Comment Moderation:** Enable visitor comments by selecting this option.

v. **Thumbnail:** Customize the resolution of thumbnails in the album here.
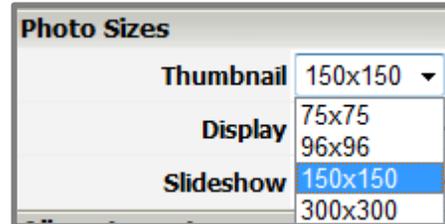
vi. **Display:** Customize the resolution of individual images.
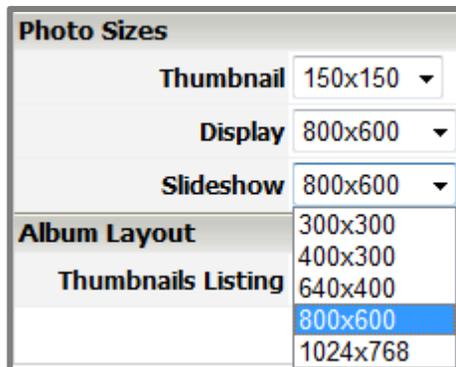
vii. **Slideshow:** Customize the resolution of images when viewed as a slideshow.

viii. **Thumbnail Listing:** Customize the order in which thumbnails are listed on the album page.

Step 2. Once all customizations are complete, click **Update**.

IV.   How to Implement Security for your Gallery

Photo Gallery Permissions

You can assign permissions to users so that they are able to govern an entire gallery. These permissions 0apply to all albums and images in your gallery.

To assign permissions click the **Security** link on the **Album Management** toolbar.
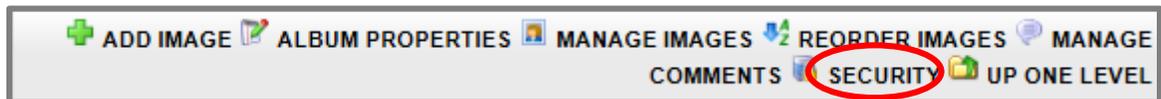
There are two ways you can assign permissions:

i.   Direct Permissions

Within **Direct Permissions** you can assign security permissions to other users so that they can also edit the photo gallery. Click the **Direct Permissions** tab.

Step 1. Click **Add** to see the list of system users. You can choose users as well as permission levels.
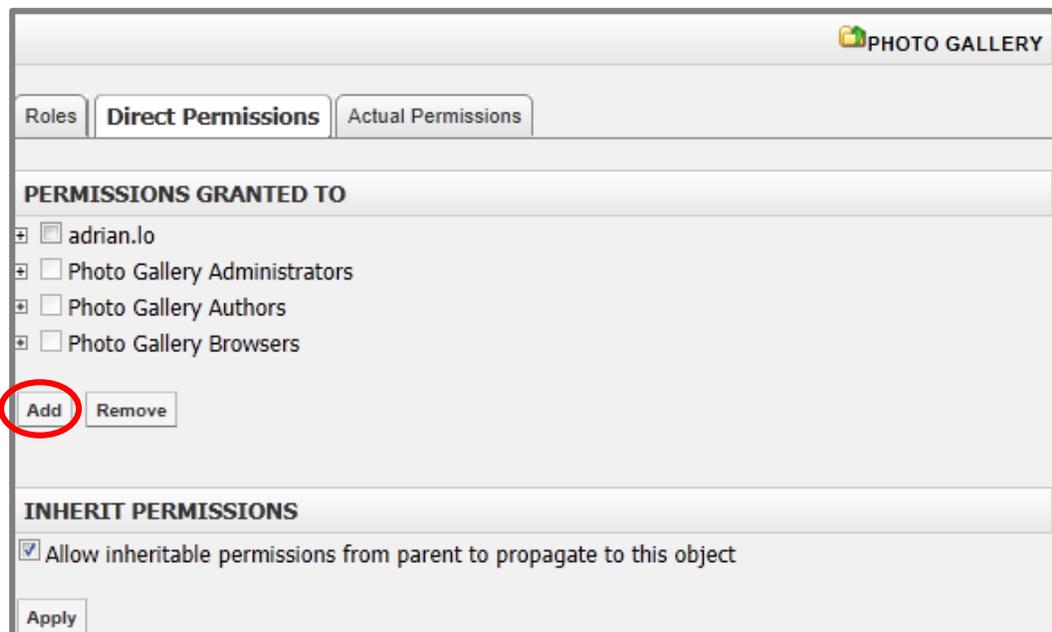
Step 2. A window containing system groups and users will appear. Select the users or groups you'd like to grant permissions to by clicking their name and clicking **Add**.

Step 3. Click **OK** when you have selected your users.

To individually assign permissions to each user, click the ⊞ beside their name. From here you can assign specific permissions:

Permissions	What it Allows You to Do
Create	Can add photos/albums
Delete	Can delete photos/albums
Read	Can view the photos/albums
Write	Can make changes to photos/albums, can manage comments
Full Control	All of the above, as well as the ability to assign permissions to others

Note: You can also remove users for the permissions list by clicking the checkbox beside their name and clicking **Remove.**

ii.   Actual Permissions

**Actual Permissions** allows you to view what permissions specific users have within your photo gallery.

Note: Users higher up the security hierarchy may already have permissions to your photo gallery.

Users with entire site permissions (or higher tiers of security hierarchy) may have permissions to your photo gallery if you have selected the **Allow Inheritable Permissions from Parent to Propagate to This Object** checkbox on the **Direct Permissions** screen.

V.   Album Permissions

If you prefer to assign more customized permissions, you can instead choose to assign permissions to an individual album rather than the whole gallery. This may be useful if you are creating a private album that you only wish a select number of individuals to see or edit.

The permissions for an album are identical to the permissions for a gallery. To assign album permissions, first click on the album you wish to configure, then click the **Security** link.
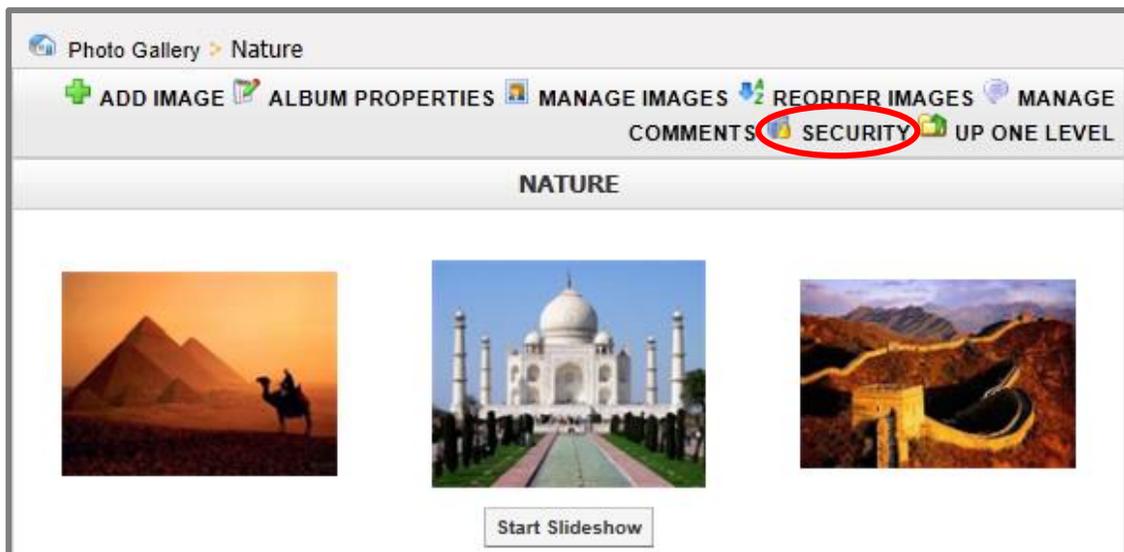

Note: Permissions set here will only apply to this album.

Refer to the steps outlined in **Direct Permissions** to configure your album security settings.

VI.   Comments

Visitors to the gallery can leave comments on individual photos. Additionally, you can moderate the comments that are published.

To do so, you need to ensure that comments are enabled on your album. To comment on any photo, click on the photo and enter your comment in the simplified text editor at the bottom.
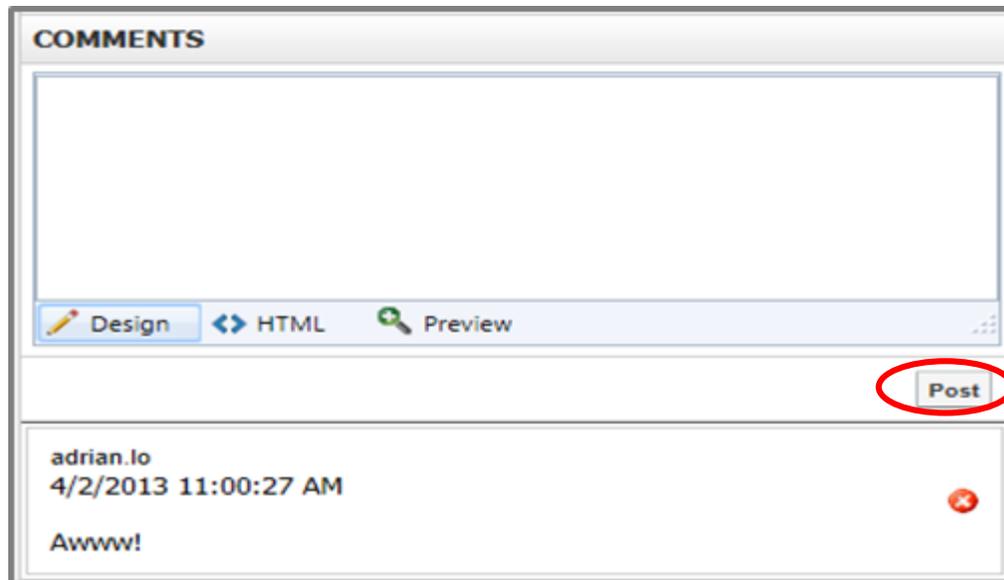

To delete a comment, click the ❌ icon next to the comment.

Note: Other than the commenter, only users with **Delete** permissions on the album may delete a comment.

VII.   Manage Comments

You can view and moderate recent comments made to your album. To view and moderate recent comments, you are required to at least have **Write** permission to the album you are moderating. To view recent comments made within your album, click on the album name and then click **Comments**.
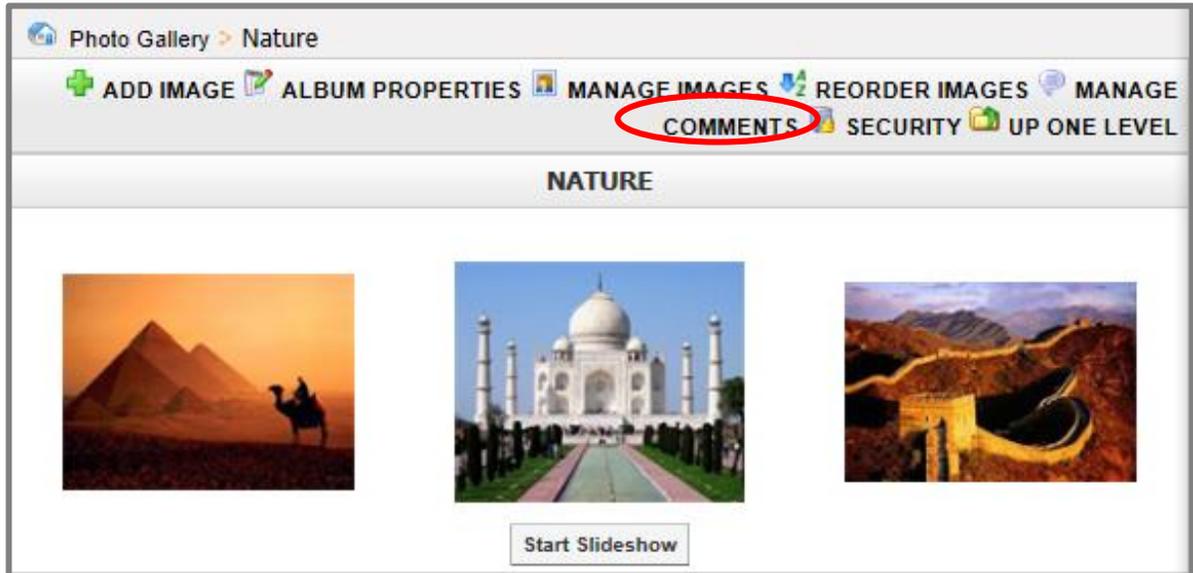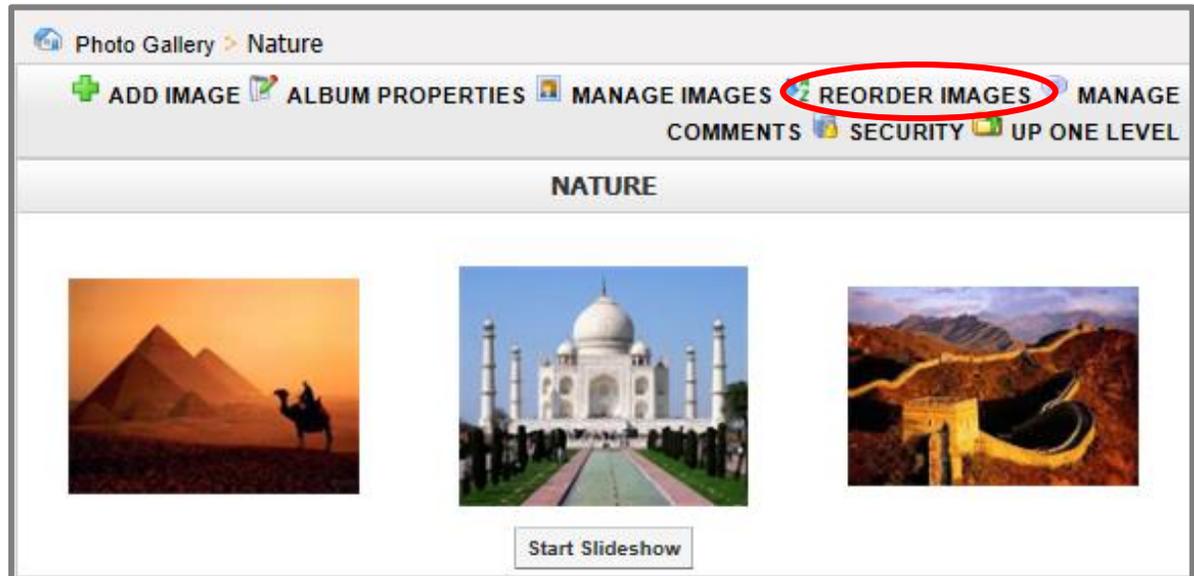

On this page you can see who posted a comment, when it was posted, and on which photo the comment was made. You can delete comments directly by clicking the ⊗ icon.

VIII.   Reorder Images

If you have **Write** access for the album, you can change the order in which images appear in your photo gallery. Click the album name and then click **Reorder Images**.

On this page you can drag and drop images from one position to another.